

STATE OF HAWAII
STATE COMPTROLLER
AND
STATE PROCUREMENT OFFICE

SPO Price List No. 02-31 (All Islands)

Includes Change Nos. 1 – 13

Revised October 12, 2004

STATEWIDE PUBLICATION OF PUBLIC AND PROCUREMENT NOTICES

(IFB-02-064-SW)

July 1, 2004 to June 30, 2005

I. GENERAL INFORMATION

This price list is issued jointly by the **State Comptroller** and the **State Procurement Office**.

A. PUBLIC NOTICES.

The State Comptroller, pursuant to §1-28.5 and chapter 103D, Hawaii Revised Statutes (HRS), has determined that a "government agency," when it decides to publish its public notices, shall publish its public notices in the newspapers listed herein.

All State and county government agencies pursuant to §1-28.5, HRS shall comply with this price list. As defined in §1-28.5, HRS, "government agency" means each department, board, commission, or officer of the State or any of its political subdivisions.

This price list replaces Comptroller's Memo No. 2002-10 including all previously issued memos for the publication of State and County government public notices.

B. PROCUREMENT NOTICES. Refer to Procurement Circular No. 2003-04 on Procurement Notices System for requirements on posting procurement notice.

1. **Chapter 103D, HRS**, procurement notices may be placed in the newspapers at the option of the department or agency. When a government agency decides to publish its procurement notices, this price list shall be utilized.

NOTE: Effective July 1, 2003, newspaper publication is not required for Chapter 103D, HRS, procurement notices. Refer to Procurement Circular No. 2003-04 available on the SPO website: www.spo.hawaii.gov; click on "Procurement Circulars" in the Chapter 103D menu.

2. **Chapter 103F, HRS**, procurement notices shall continue to be placed in the newspaper under the terms of the price list.

Agencies of the following purchasing jurisdictions, statewide, are required to purchase Chapter 103F, HRS, procurement notices from this price list:

- Executive Branch agencies
- Department of Education
- Office of Hawaiian Affairs
- Hawaii Health Systems Corporation
- Judiciary
- Senate
- House of Representatives
- City and County of Honolulu
- Honolulu City Council
- Honolulu Board of Water Supply
- County of Hawaii
- Hawaii County Council
- Hawaii Dept. of Water Supply
- County of Maui
- Maui County Council
- Maui Dept. of Water Supply
- County of Kauai
- Kauai County Council
- Kauai Dept. of Water

C. PLACEMENT OF NOTICES such as a recruitment notice, in competing publications in addition to that placed with the Star Bulletin is permissible on a concurrent basis. Should it become necessary to “re-run” the notice after the deadline for response submittals, the “re-run” would be considered a new notice. If an agency determines a wider circulation is necessary, the agency shall again be required to run the notice in the Star Bulletin with any other competing publications.

D. POINTS OF CONTACT. Direct questions on the services listed to the respective vendors.

Public Notices, Chapter 103D and Chapter 103F Procurement Notices.
Direct questions or concerns as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Marc Yamamoto	586-0569	586-0570	marc.yamamoto@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	Connie_chun/PROCURE/HIDO_E@notes.k12.hi.us
OHA	Ernest Kimoto	594-1954	594-1865	ErnieK@OHA.org
HHSC	Al Neves	928-2024	928-8980	aneves@hhsc.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi Carol Taniguchi Deborah Aki	586-6720 586-6720 586-6765	586-6719 586-6719 586-7229	Senclk@capitol.hawaii.gov c.taniguchi@capitol.hawaii.gov wikander@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
Honolulu City and County	Earl Goro	523-4795	527-6834	egoro@co.honolulu.hi.us
Honolulu Council	Clayton Wong	523-4848	523-4220	cwong@co.honolulu.hi.us
Honolulu Board of Water Supply	Calvin Okamoto Craig Nahm	527-5253 527-5253	527-6155 527-6155	cokamoto@hbws.org cnaahm@hbws.org
Hawaii County & Council	Bill Gray	961-8231	961-8248	bill_gray@co.hawaii.hi.us
Hawaii Depart. of Water Supply	Craig Shimabukuro	961-8020	961-8031	cshimabukuro@hawaiidws.org
Maui County	Greg King Bruce Milliken Faye Okazaki	270-7488 270-7489 270-7492	270-7138 270-7138 270-7138	greg.king@co.maui.hi.us bruce.milliken@co.maui.hi.us faye.okazaki@co.maui.hi.us

Jurisdiction	Name	Telephone	FAX	E-mail
Maui Council	Frances Hirano	270-7838	270-7686	frances.hirano@co.maui.hi.us
Kauai County	Florence Kakuda	241-6294	241-6297	fkakuda@kauaigov.com
	Elmer Muraoka	241-6295	241-6297	emuraoka@kauaigov.com
Kauai Council	Peter Nakamura Aida Okasaki	241-6288	241-6349	council@aloha.net
Kauai Depart. of Water	Clarita M. Remigio	245-5423	245-5813	cremigio@kauaiwater.org

E. EXCEPTIONS TO THE PRICE LIST. Price list exceptions shall be requested as follows:

- a) **Public Notices.** Submit SPO Form-5A to the State Comptroller, c/o the State Procurement Office, FAX No. (808) 586-0570.
- b) **Procurement Notices.**
 - (1) **Chapter 103D Procurement Notices.** SPO Form-5 is not required for Chapter 103D notices since newspaper publication is optional.
 - (2) **Chapter 103F Procurement Notices.** Executive branch agencies, submit SPO Form-5, to the State Procurement Office, FAX No. (808) 586-0570. Agencies of other purchasing jurisdictions, follow procedures established by your Chief Procurement Officer.

SPO Forms 5A and 5 are available on the SPO website: www.spo.hawaii.gov, click on "Forms".

F. VENDORS: Refer to the Attachments A-E.

<u>Attachment</u>	<u>Island</u>	<u>Vendor</u>
A	Island of Oahu	Honolulu Star-Bulletin
B	Island of Hawaii-Hilo	Hawaii Tribune-Herald
C	Island of Hawaii-Kona	West Hawaii Today
D	Islands of Maui, Molokai, Lanai	The Maui News
E	Island of Kauai	Kauai Publishing Company dba The Garden Island

VENDOR CODES for annotation on purchase orders are obtained from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

SPO PL NO. 02-31 must be typed on purchase orders issued against this price list.

II. INSTRUCTIONS ON THE USE OF THIS PRICE LIST

- A. **HOW TO MEET LEGAL REQUIREMENTS FOR COUNTYWIDE OR STATEWIDE PUBLICATION.** Countywide publication of notices, excluding Chapter 103D procurement notices only, shall be met by placing the notice in the local newspaper for that county or island. Statewide publication of public notices, excluding Chapter 103D procurement notices only, shall be met by placing the notice in all five (5) island/county newspapers.
- B. **TYPES OF NOTICES.** Public notices shall be in the form of either legal, classified, or display notices. Procurement notices shall be legal notices.
- C. **COST.** The unit price is the cost of a single column width per inch per insertion and does not include the 4% Hawaii General Excise tax which agencies are advised to add to their purchase order total. Refer to Attachments A-E for the unit price and the size of the column width for each newspaper.

For a multiple insertion notice, if an insertion is cancelled in time for the newspaper to withdraw the notice from publication, the Contractor shall only be compensated for the actual number of insertions published.

D. **PLACING OF ORDERS.**

1. **On-Line Ordering.** The web site address to access on-line ordering is:

<http://www.governmentnotices.state.hi.us>. Click on "On-Line Order Form".

When ordering on-line for the *Hawaii Tribune-Herald*, please save the attachment notice as "TEXT", then submit.

When ordering from the *Hawaii Tribune-Herald*, *West Hawaii Today*, *The Maui News*, and *The Garden Island*, each notice must be sent separately, i.e., one notice per order, either by e-mail or by facsimile.

To use on-line ordering, agencies shall obtain a login and password using the following steps:

- At the State Procurement Office (SPO) homepage at <http://www.spo.hawaii.gov/>, click on the highlighted "**SPO**" at the bottom of the page to send an e-mail to request for login and password.
- On the "Subject" line, type in:
"Public Notice on-line form login/password".
- In the message area, provide the user information as follows:
First Name:
Last Name:
Department / Division / Office:
E-mail address (if different from sender of this e-mail):
Telephone number:
Login* (max. 10 alpha / numeric characters):
Password* (max. 20 alpha / numeric characters):

*Assign / create a login and password for the user.

- Send the e-mail.
- Notification of activation of login and password will be via e-mail.
- If your agency personnel currently has a login / password for other data entry (e.g. Act 141 – Professional Services of Procurement Notices System), the same login / password may be used. Please notify SPO via e-mail to activate for the Public Notice On-line form.

Agencies that require contractors to publish notices in the newspaper (e.g. Notice of Road Closures, etc.) shall ensure that contractors' notices are placed in the State/County Government Notices section of the newspaper. The newspapers are not required to publish the contractors notices at the price list price. The Contractors may place notices directly with the newspapers on-line by using the following logon and password:

Logon: contractor
Password: govnotice

2. **Other Methods of Ordering.** Orders may be placed by FAX or hand delivery, using the **attached** Public and Procurement Notices Transmittal/Order Form.

Notices submitted in electronic format shall be in Word saved as TXT. For *Hawaii Tribune-Herald*, submit in Word saved as "asciitext".

- E. **Copy Body.** *Unless otherwise requested by the agency*, a standard copy body of 7.5 point type size and a heading and subject line of 8 point will be printed. To obtain the larger 8, 9 or 10 point type size, you must make a special request to the newspaper on the Order Form. Note that the cost of your notice for larger sized print will result in a higher cost as compared to the standard copy body.

F. **Affidavit of Publication.**

- a) **Public Notices.** Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there may be a charge for any additional copy. Refer to the Attachments A-E for cost of additional copies, if any.
- b) **Procurement Notices.**
- (1) Chapter 103D Procurement Notices. Effective July 1, 2003, and when at the option of the department or agency, a Chapter 103D procurement notice is published under this price list, an affidavit of publication will not be issued by the newspaper and is not required.

However, the SPO Form-20, "Statement of Attestation for Internet Posting", available at <http://www2.hawaii.gov/bidapps/>; click on "Procurement Notices Log-in", will be required for Chapter 103D and Chapter 103F procurement notices. As explained in

Procurement Circular No. 2003-04, available on the SPO website: www.spo.hawaii.gov; click on "Procurement Circular" for Chapter 103D, all Chapter 103D procurement notices must be posted on the Internet; therefore, proof of the posting in the form of SPO Form-20 is required.

- (2) Chapter 103F Procurement Notices. Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there may be a charge for any additional copy. Refer to the Attachments A-E for cost of additional copies, if any.

- G. **PROOFS**. When proofs are requested, the vendor shall first proofread and make necessary corrections before submitting to the agency. If required due to editing of the first proof by the agency, a second proof may be requested by the agency.

For larger notices, plan for sufficient lead-time to the newspapers if several proofs will be required.

- H. **ERRORS** on the part of the vendor, such as error in the printed notice or a delay in scheduled publication, a corrected publication shall be printed in a timely manner satisfactory to the agency or a full credit shall be issued at the option of the agency.

I. **WHERE TO FIND YOUR PUBLIC NOTICE:**

Newspaper. Vendor will publish public procurement notices in one area designated for "State/County Government Notices". The newspaper's index will include a listing of "State/County Notices".

Internet Posting. In addition to publication in the newspaper, the same notice will be posted on the internet accessible at www.governmentnotices.state.hi.us. Public and procurement notices will be posted for one (1) week from the day the notice is published in the newspaper, or if the notice is published more than one time, for one (1) week from the last day of publication.

- III. **PRICE LIST AVAILABLE ON SPO WEBPAGE.** The price list is available at the SPO website: www.spo.hawaii.gov, click on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

RUSS K. SAITO
State Comptroller

RUTH E. YAMAGUCHI
Procurement Officer

Attachments: Attachments A-E (vendor information)
Transmittal/Order Form

ISLAND OF OAHU

Newspaper: ***Honolulu Star Bulletin***

Frequency of publication: Daily (Monday through Friday, afternoon paper; Saturday and Sunday, morning paper)

Unit price: **\$12.13 per single column inch per insertion** based on a single column width measuring 1-1/8"

Font type: Franklin Gothic

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order & Remittance to: Honolulu Star Bulletin
500 Ala Moana Blvd., Seven Waterfront Plaza, Ste. 500
Honolulu, HI 96813

Main Contact person: Ashley McKinley: ashley@starbulletin.com
Alternate Contact person: Casey Asuncion

Telephone: Ashlely (808) 529-4827 Casey (808) 529-4344
Fax: (808) 529-4826
E-mail: legals@starbulletin.com

Deadline for submittal of order:

Due Days and Time for the Days of Publication:

-Legal Notices: **2***

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	TH	F	M	T	W	TH	TH
Time:	4:30 PM for all deadlines						

-Classified Notices: **2***

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	Sat.	M	T	W	TH	F	F
Time:	12 Noon for Sat. deadline 4:30 PM for all other deadlines						

-Display Notices: **3***

<u>Day of Publication:</u>	M	T	W	TH	F	Sat.	Sun.
Due on:	TH	F	F	M	T	W	W
Time:	12 Noon for TH and F deadlines 6:00 PM for all other deadlines						

* Minimum number of working days prior to publication.

ISLAND OF HAWAII--HILO

Newspaper: ***Hawaii Tribune-Herald***

Frequency of publication: Daily (except Saturday), morning paper

Unit price: **\$14.15 per single column inch per insertion** based on a single column width measuring 1-1/4"

Font type: New Century Schoolbook

Affidavit charges: No charge for first or additional copies

Issue Purchase Order to: Hawaii Tribune-Herald
P. O. Box 767, Hilo, HI 96721

Remittance address: same as above

Contact person: Makanani Kaaua or Avery Silva-Tabuniar

Telephone: (800) 548-1294

Fax: (808) 969-9100

E-mail: maka@hawaiitribune-herald.com

Deadline for submittal of order:

Minimum number of working days: **4**

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sun.</u>
Due on:	T	W	TH	F	M	T
Time:	12:00 Noon for all deadlines					

ISLAND OF HAWAII--KONA

Newspaper: **West Hawaii Today**

Frequency of publication: Daily (except Saturday), morning paper

Unit Price: **\$9.76 per single column inch per insertion** based on a single column width measuring 1-9/16"

Font type: New Century Schoolbook

Affidavit charges: No charge for first two affidavits; \$5.00 per additional

Issue Purchase Order to: West Hawaii Today
P. O. Box 789, Kailua-Kona, HI 96745

Remittance address: same as above

Contact person: Lorelei Logan

Telephone: (808) 329-9311

Fax: (808) 329-3659

E-mail: llogan@westhawaiiitoday.com

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	T	W
Time:	12:00 p.m. for all deadlines						

ISLAND OF MAUI

Newspaper: ***The Maui News***

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price: **\$11.18 per single column inch per insertion** based on a single column width measuring 1-3/16"

Font type: Header—Times Bold; Body—Times Roman

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: The Maui News
P.O. Box 550 Wailuku, HI 96793

Remittance address: 100 Mahalani Street, Wailuku, HI 96793

Contact person: Lana Kusunoki

Telephone: (808) 242-6333

Fax: (808) 242-6389

E-mail: prepress@mauinews.com

Deadline for submittal of order:

Minimum number of working days: **2**

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	Th	F	M	T	W	W	Th
Time:	3:00 PM for all deadlines						

ISLAND OF KAUAI

Newspaper: ***The Garden Island***

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price:
Monday through Saturday: **\$10.04 per single column inch per insertion;**
Sunday: **\$10.23 per single column inch per insertion** based on a single column measuring 1-1/2"

Font type: New Century Schoolbook regular

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: Kauai Publishing Company
dba The Garden Island
3137 Kuhio Highway, Lihue, HI 96766

Remittance address: same as above

Contact person: Howard Shinseki

Telephone: (808) 245-3681, ext. 235
Fax: (808) 245-5286
E-mail: giads@pulitzer.net

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices – one proof:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	T	W
Time:	12 noon for all deadlines						

STATE OF HAWAII
PUBLIC AND PROCUREMENT NOTICES
TRANSMITTAL / ORDER FORM

Date: _____

TO:

o Honolulu Star Bulletin	Fax No. 808 529-4826	PO# _____
o Hawaii Tribune-Herald	Fax No. 808 969-9100	PO# _____
o West Hawaii Today	Fax No. 808 329-3659	PO# _____
o The Maui News	Fax No. 808 242-6389	PO# _____
o The Garden Isle	Fax No. 808 245-5286	PO# _____

FROM: Ordering Dept./Agency/Other _____
 Street Address: _____
 Contact Person (handling the notice): _____
 Phone: _____ Fax: _____
 E-Mail: _____

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ORDER INFORMATION

1. Date(s) of publication: _____
2. Type of Notice: μ Public Notice: _____ μ Procurement Notices
3. Method of submitting notice (Refer to price list page 4, PLACING OF ORDER):

☐ FAX ☐ Hand delivery
4. Number of affidavit(s) of publication required: _____
5. Proofs are requested: ☐ Yes ☐ No
6. Specify "other than standard copy body", if required (Refer to price list page 4, PLACING OF ORDER, Copy body.):

7. Billing address (if different from above): _____
Contact person (handling the billing): _____
Phone: _____ FAX: _____
8. Other Payment method: ☐ Purchasing/Credit Card No. _____
 ☐ On Account No. _____
 ☐ Other: _____
9. Dept./agency reference no. (if required) _____